

HR Certification Program

Course Topics

A) Corporate HR Strategies

- 1) Lateral Hiring Model
- 2) Campus Hiring Process
- 3) Resource Competency Mapping
- 4) Employee Verification & Induction Process
- 5) Resource Allocation in Organization
- 6) Corporate Interview Strategies & Selection Process
- 7) HR Operations & Process – Back End HR

B) Compensation & Benefits

- 1) Salary Bench Marking a) Lateral b) Fresher Calculation
- 2) Payroll Management
- 3) Employee Benefits – Process of Calculation
- 4) Employee Engagement Program in Organization
- 5) Employee Exit Interview Process
- 6) Corporate Appraisal process – Employee Analysis
- 7) Employee Bonus Strategy

C) Organization Development & Training

- 1) Employee Pre Training Analysis
- 2) ELearning & Onsite Training Programs
- 3) University Development Program – For New College Graduates
- 4) Train the trainer programs – Executive level Training
- 5) Designing Training Program, Requirements, skill sets
- 6) Execution & Evaluation of Training Programs
- 7) Designing Training Proposals

D) HR Profile & Career Management

- 1) Corporate overview on Available HR Profiles in Industry
- 2) How to work towards Specific HR Profession & Career Plan
- 3) Snapshot on HR Roles – Recruiter, HR Generalist, Comp Specialist, T&D Specialist
- 4) Building Job Codes & Descriptions in Organization
- 5) Designing Employee Career Plan & Individual Development Plan
- 6) Approach towards Particular HR Position

E) HR Business Partner & Generalist Role Training

- 1) Roles of HR Generalist & Priorities
- 2) Employee Relations & Claim Process
- 3) Employee Benefits & HR Calculation
- 4) Leave Management, Competency Mapping for Employees
- 5) Business Budget Calculation & Headcount Planning
- 6) Exit Formalities, NDA Process, Employee Code of Conduct
- 7) Statutory compliance

HR Certification Advantages & Useful Aspect

- Each HR Topic Under This Training is Designed and Developed to make sure Participants will have an advantage before they join organization and they have pre joining HR Knowledge
- All the HR modules and topics are Practical Driven with Live Models, Examples, Workshops etc
- Complete training program is delivered by HR Professionals / Professionals working with Top MNC's & PSU's
- Certificates only when participant is able to finish the course successfully (This makes each participant to be more active and motivated towards the modules)
- Participants are know ledged with Corporate HR Functions & Actual HR Operation strategies
- Participants getting an idea about HR Path & Profile Design

Training Methodology

- Classroom Session
- Model & Practical Approach
- Mock Training & Corporate Actual Methods Training
- Real time Examples & Case Study
- Situational Based Training

Target Group : Students / Working Executives

Eligibility : Candidates Need to Clear the Selection Test

Course Duration : 30 Hours

Attendance : 95% attendance is mandatory for availing job opportunities